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2 September 1953

MEMORANDUM FOR: CHIEF, POLITICAL AND PSYCHOLOGICAL WARFARE

SUBJECT: PSB Agenda Time Schedule

1. On Monday, at 12 noon, we meet under the chairmanship of [] At this time, the Agenda, if it is ready, is handed to us. Sometimes it is sent to us late Monday afternoon.

2. Whether the written Agenda is ready or not, [] goes over the items that are or will be on the Agenda, gives us whatever information he possesses, as to who proposed the item, what position that agency takes on the item and whatever other pertinent information he may have on the various items. There is no secretary, of course, and each of us makes such notes as he deems necessary to perform his duties. I take the fullest possible notes and try to take down the exact language of each agency representative as well as that of [] when he discusses the Agenda.

3. The last item on the Agenda is "Other Business". Under this item, the representatives of the various agencies in turn announce items that they wish to have placed on the agenda for the Board's consideration two days later.

4. You may recall that in my memo to you on last Monday's meeting, there were three such items. Two by Joe Phillips and one by Bill Godel. The first by Joe Phillips was on the question of what position does the U.S. take on U.S. POWs who don't wish to return. The Godel item was on the Defense program for counteracting the Red propaganda on the "good treatment" the POWs received, including publication of a white paper. The second Phillips item was on the change of the Berlin food program into a long range food program. (Under this item I alerted you and DCI on the [] paper against food depots along the zonal boundaries.)

5. (It later turned out State was not ready on the food item and it would bring up the POW item as a matter to be discussed only in conjunction with the Godel item.)

6. The meeting breaks up about one o'clock.

7. By four o'clock Monday afternoon, I bring up to [], my memo for you, giving you everything I picked up at the meeting on the Agenda and the various positions as announced, having meanwhile armed myself with further

information in

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25X1A information in private talks after the meeting with various agency representatives, the secretary of the PSB, [] etc. Also, back in our office, I dig up supporting papers which may be of interest to you in connection with the agenda items (the five point outline on the "Prestige" paper that I picked up in Mr. Amory's office, the [] paper on food items, etc, for last week's memo, for instance) and, as time allows, information from the various area divisions involved, if any. 25X1A

25X1A 8. This memo [] checks with me, asks questions to get further information or clarification for you and he shows it to you Monday night or Tuesday morning.

9. Meanwhile, I have alerted divisions or branches which may be involved on the need for information, position papers or other documents, for the briefing of DCI on Tuesday. 25X1A

25X1A 10. On Tuesday, [] (this week [] absence) gets a memo from me substantially the same as the one I wrote for you the previous day, with the latest information added on rechecking with [] and the secretary of PSB, the various divisions involved and such other documents which have since come in from PSB or which I have dug up, believing them necessary to the proper briefing of DCI. 25X1A

25X1A 11. [] usually made it by five o'clock Tuesday. On Tuesday, 25 August, [] asked me to get it up to him by 12 noon. On Tuesday, 1 September, Col. [] asked me to get it up to him by two o'clock that afternoon. I made both deadlines. 25X1A

25X1A 12. Sometimes, [] the secretary of the PSB calls me Friday near closing time and gives me some items that will be on the agenda. This is very helpful, because I can work on the agenda over the weekend and check some of the divisions, too.

25X1A 13. I work to get information right up till the last minute on Wednesday. For example, today, at POC/S, in discussing the POW situation with the Army PSYWAR representative, I learned about the General Ridgeway program for publicity on Red atrocities against U.S. POWs. This program was the basis for the Kyes proposal to be made at the Board meeting today. Neither Godel had told us any of this at the staff meeting, nor had the PSB secretary any information as of this morning what Mr. Kyes would say or do other than that he would himself distribute a paper on the POW subject at the meeting. I grabbed a cab, gave [] the information a little after eleven o'clock. He was able to pass it to Gen. Cabell in time before the General left for the meeting.

25X1A 14. This, then, is how it works. Sounds a little frantic, but I don't mind. I actually enjoy doing the work and getting it done on time. However, anything that would give me more time would be appreciated. Perhaps a system whereby I am tipped off the moment it even looks like a certain item will go on the agenda could be inaugurated. [] the PSB secretary, have been most helpful and most cooperative at all times.

15. FYI, I have

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15. FYI, I have inaugurated a system, which [] finds most helpful, he says, whereby, immediately after the Monday staff meeting, I go direct to [] office and from my raw notes I brief him orally on the agenda, thus giving him an extra twenty four hours to brief himself and prepare his own part of the briefing of DCI. We go over the items, I tell him what I know I can get immediately, whom I intend to see for additional facts, etc. He in turn, tips me off what not to bother with, what to do in addition to what I tell him I intend to do, etc. This system is of value to us both.

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[]/AGL:cve

Distribution:

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Orig - Addressee

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